

NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4809; DSN 853-4809
WEBSITE: www.azguard.gov/hro
EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 07-271T OPENING DATE: 16-Jul-2007 CLOSING DATE: 30-Jul-2007

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

SHEET METAL MECHANIC SUPERVISOR, WS-3806-09, TC50068000, MSgt/E7

APPOINTMENT FACTORS: OFFICER ☐ WARRANT OFFICER ☐ ENLISTED ☒

SALARY RANGE: SUPERVISORY ☒ MANAGERIAL ☐
\$27.21-\$31.74 PH NON-SUPERVISORY/NON-MANAGERIAL ☐

LOCATION OF POSITION:

161st Air Refueling Wing, Phoenix, Arizona

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

INSTRUCTIONS FOR APPLYING: Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include; High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include; Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Forms 335-1-R (Military Brief), and SF 181 (Ethnicity and Race Identification). Applications will be accepted without these forms. However, applications may not receive an adequate evaluation if these forms are not submitted. **Applications must contain a completed Optional Form 306 (Declaration for Federal Employment) and AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).**

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a current member of the Arizona Air National Guard 161st ARW and must possess the following AFSC: 2A773

KNOWN PROMOTION POTENTIAL: NONE

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

AREA OF CONSIDERATION: This position is the Federal/Excepted Civil Service and is **open to current members of the 161st ARW, Phoenix, Arizona Air National Guard.** Individual selected will receive a Permanent Appointment subject to the completion of a one-year trial period. Acceptance of a Federal Excepted technician

position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will be required to take a pre-employment medical screening which will be paid for by the Agency. **PCS funds are not authorized.**

NOTE: Applications must contain a completed Optional Form 306 (Declaration for Federal Employment).

NOTE: Applications must contain a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).

NOTE: Selectee must possess, or be able to obtain a SECRET security clearance.

NOTE: Individual selected must hold the grade of E6 immediately promotable to E7 and may not exceed the rank of E7 at the time of placement.

NOTE: This position is being concurrently announced with AGR Announcement #07-271A.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Must have a thorough knowledge of intermediate level maintenance of inspections, repair, modifications, and manufacture of aircraft components and support equipment.
2. Must have extensive structural repair experience in performing sheet metal, composites, local manufacturing, tubing and corrosion repairs.
3. Must be knowledgeable of local policies, instructions, proper local safety practices and housekeeping procedures.
4. Must be knowledgeable of the Self-Inspection program requirements.
5. Must possess the skills to supervise subordinates through a variety of metal working methods and procedures.
6. Must be skilled in planning work assignments on a daily or project-by-project basis within specified time requirements.
7. Must be skilled in determining the necessary materials and equipment required to accomplish the work.
8. Must have the ability to offer clear direction in writing to include preparing comprehensive performance standards for employees.
9. Must have the ability to effectively counsel employees, make recommendations for performance appraisals, and take disciplinary action if necessary.
10. Must have the ability to prepare for, and lead subordinates through, various types of readiness inspections.

SPECIALIZED EXPERIENCE: Must have 36 months experience which included supervision of various numbers and kinds of workers; experience which has provided the applicant with a background in sheet metal shop processes; must have extensive structural repair experience in performing sheet metal, composites, tubing and corrosion repairs; experience which demonstrates the applicants ability to make decisions and take proper alternatives when dealing with others; experience in preparing written communications, oral presentations and/or briefings; experience which demonstrates the ability to select proper material, substitute materials, distinguish graduations of material according to quality, trade standards, specific needs, etc.; experience in developing plans and organizing work for a group of employees; experience that required establishing and maintaining effective working relationships with people having different interests.

BRIEF JOB DESCRIPTION: The purpose of this position is to supervise workers on a day-to-day or project-by-project basis, either directly or through one or more subordinate leaders, in accomplishing the work operations of the organizational segment or work shift and to perform associated nonsupervisory work. The occupation and grade level which best reflects the nature of the overall work operations supervised is Sheet Metal Mechanic, WG-3806-10. Plans and schedules specific work assignments on a daily or project-by-project basis within specific time requirements. Arranges for adequate personnel, materials and equipment to accomplish the work. Assigns tasks to be performed. Explains prescribed methods and procedures; instructs subordinates on new procedures and provides assistance on problems. Recommends individuals to fill vacancies or for promotion or reassignment. Assists in the establishment of performance standards and makes recommendations for performance appraisals. Performs the nonsupervisory functions of the organizational segment supervised. Implements safety regulatory requirements. Ensures that subordinates wear appropriate safety equipments and follow pertinent safety precautions. Prepares for and participates in various types of readiness evaluations, inspections, mobilization and command support exercises. May be required to perform additional duties such as structure fire fighting, aircraft fire/crash/rescue duty, security guard, snow removal, munitions loading and handling, heavy equipment operator, maintenance of facilities and equipments, or serve as a member of a team to cope with natural disasters or civil emergencies.

SELECTING OFFICIAL: Major Chris C. Triebel
